

Dated:

The Circle Head
Punjab National Bank
Circle Office:

Through Proper Channel

Dear Sir,

Reg.: Notice for Seeking Voluntary Retirement under Section 29 of Punjab National Bank Employees' Pension Regulations, 1995

I hereby give notice for seeking voluntarily retirement from the service of the bank under Section 29 of Punjab National Bank Employees' Pension Regulations, 1995.

Please treat this letter as my three months notice in this regard.

I may be relieved from my duties after completion of three months period from the date of this letter.

Thanking you,

Yours faithfully,

Signature:
Name:
Employee No.:
Designation:
Branch/Office:

**Additional Information for Seeking Voluntary Retirement under
Punjab National Bank Employees' Pension Regulations, 1995**

1	Name of the Employee	
2	Designation	
3	Date of Birth	
4	Date of Joining the Bank	
5	Place of Posting/Circle/Zone	
6	PF No.	
7	Date of Submission of Pension Option by the Employee	
8	Date of Notice for VRS	
9	Date of Receipt of Notice by the Bank	
10	Total length of Service (as on date of notice for VRS)	
11	Details of extraordinary leave on loss of pay/unauthorised absence, if any, availed by the officer/employee during the entire service (which shall not qualify/count for qualifying service.	
12	Details of suspension, if any (which shall not count for qualifying service)	
13	Total qualifying service (as on date of notice for VRS)	
14	Whether any disciplinary action case is pending/contemplated against the officer/employee, if so complete details thereof	
15	Whether vigilance case is pending against the officer/employee	
16	Specific Recommendations of the Branch Manager regarding acceptance of the same	

Signature of the Employee

Signature of Incumbent Incharge with Seal